UNITED NATIONS

ST

Secretariat

ST/IC/1991/23
2 April 1991

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: 1991 COMPETITIVE EXAMINATION FOR RUSSIAN LANGUAGE HEAD TEACHER

1. A competitive examination to fill the position of Russian Language Head Teacher in the Training Service of the Office of Human Resources Management will be held in New York on 21 May 1991.

2. The examination is open to all staff members of the Secretariat at Headquarters in the General Service and related categories and to full-time teachers.

3. Staff members applying for the examination must:

(a) Have Russian as their main language; 1/

(b) Be fluent in either English or French. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of official languages by relevant documentation in their official status files. Staff members who enrolled in the United Nations language training programme in the languages claimed must have passed the United Nations language proficiency examination in those languages. Candidates who have not pursued the United Nations language courses in the languages claimed must substantiate their claims by attaching to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold an advanced university degree in applied linguistics, linguistics, language teaching methodology, language studies or education. A first-level university degree and at least six years' relevant professional experience may be considered;

READEX FICHE

(d) Have at least five years' experience teaching Russian as a foreign language to adults.

4. All applications for the examination will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. The decision of the Board is final.

5. The written examination consists of the following two parts:

Part 1. Essay questions dealing with language teaching methodology, material development and knowledge of the Russian language (one hour and 45 minutes);

Part 2. Several practical problems and a lesson plan (one and a half hours).

Candidates must write parts 1 and 2 of the examination in Russian. The use of reference material is not permitted during the examination.

6. On the basis of results obtained in the written portion of the examination, the Board of Examiners will invite selected candidates to participate in the second component of the examination. This will normally take place six to eight weeks after the written examination. In the second component of the examination candidates will be asked to conduct a demonstration class.

7. The Board will then interview each candidate in order to assess personal qualities and professional experience. The interview will be in Russian and in either English or French. The interview is an integral part of the examination. Therefore, candidates who are invited for the second component of the examination and the interview SHOULD NOT assume that they will be offered a post.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidate for appointment. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual scores.

9. Staff members at Headquarters applying for the examination should complete the attached form and submit it not later than 19 April 1991 to the following office:

Competitive Examination for Russian Language Head Teacher
Room DC1-200
United Nations Secretariat
New York, N.Y. 10017

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims of Russian as their main language must be supported by relevant documentation in their official status files.

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APPLICATION

1991 COMPETITIVE EXAMINATION FOR RUSSIAN HEAD TEACHER

INDEX NO. 1/ _____

LAST NAME _____ Category _____ Level ____

FIRST NAME _____ Sex: Male ____ Female ____

Date of entry on duty: Month ____ Year 19___

Type of contract _____ Expiration date _____

Department/office 2/ _____ Duty station _____

Room No. _____ Extension _____

Have you taken another United Nations competitive examination? Yes __ in 19___ No __

If yes, which examination(s) _____

What is your main language? 3/ _____

A. Knowledge of other languages 4/ Courses taken at:

Language(s)	United Nations language programme (indicate highest level and date)	Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree 5/

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Degree 5/	Main field of study

D. Describe work experience (giving dates and length of time) in language teaching, curriculum development, teacher training

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

1/ Appears normally on your monthly salary statement and Personnel Action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

2/ Please indicate department/office, e.g., DIESA, OGS, CSTD or other (specify).

3/ "Main language" should be understood to be the language in which candidate is best able to teach. Candidates' claims to Russian as their main language must be supported by relevant documentation in their official status files.

4/ In accordance with paragraph 3 (b) of the present circular, candidates claiming knowledge of other official languages of the United Nations must submit relevant documentation to substantiate their claims.

5/ Give exact name and title in original language. Do not translate or equate. Copies of university degrees must be attached.